

The Kentucky State Board for Proprietary Education

August 19, 2011

A regular meeting of the Kentucky State Board for Proprietary Education was conducted on August 19, 2011 at the Office of Occupations and Professions, in Frankfort, Kentucky.

<u>Members Present</u> Bill Johnson, Chairman Jan Gordon, Vice Chair Alison Cuentas Mike Powers David Keene Glen Wilham Lois Weaver Dr. Steve Meade <u>Members Absent</u> Vivian Nash	<u>Occupations and Professions Personnel</u> Lindsey Lane, Board Administrator Shannon Tivitt, Executive Director <u>Others</u> Brenda Allen, General Counsel Capt. Fred Williams, Kentucky State Police Mike Winn, Courier Journal Cindy Landry, ATA College Trisha Mullins, Medical Career Training Center
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Chairman Bill Johnson called the meeting to order at 10:45 am.

Approval of Minutes

Minutes of the July 14, 2011 Special Meeting were presented for the Board's review. Mr. Wilham made a motion to approve the minutes as presented. Ms. Gordon seconded that motion and it carried unanimously. Minutes of the July 15, 2011 meeting were presented for the Board's review. Mr. Powers made a motion to approve the minutes as presented. Ms. Gordon seconded that motion and it carried unanimously.

Review of Financial Report

The financial report for the month ending July 31, 2011 was presented for the Board's review. Executive Director, Shannon Tivitt presented the new financial report and talked about how much more detailed the new report will be for the Board. The new report gives a each months

totals and allows the Board to see month to month accounting. Ms. Tivitt explained she's still working on showing totals for the operating fund and the student protection fund.

Licensure Status Report

With some schools still missing documentation from renewal applications Ms. Lane did not give a Licensure Status Report at the August meeting. She will give one in September.

Executive Director Report

Ms. Tivitt spoke briefly about the Special Meeting that was held on Thursday, July 14, 2011. She will address the items that require a vote later in the meeting.

Board Administrator Report

Ms. Lane informed the Board of all actions that she had taken since the July 15, 2011 meeting. There was a deferral letter sent to the Lexington Bartending School for failure to submit a Fire Code Compliance, Certificate of Occupancy, and a Site Visit with the Board Investigator. An approval letter was sent to WebCE located in Richardson, Texas for their application for a new program titled Self-Study Insurance Pre-Licensing Education Courses. An approval letter was sent to KY Health Training, LLC for their application to change the location pending a site visit from the Board's Investigator. An acknowledgement letter was sent to MedTech College in Lexington, KY for their Notification of a Program Change of 25% or Less in Biotechnology.

Ms. Lane reported she was able to fulfill all three Decker transcript requests received by the office. Ms. Gordon made a motion for legal counsel to review the two remaining schools that received Cease and Desists and still had not submitted all information to the office. Ms. Gordon feels the Board Investigator should visit these schools to see if they are currently operating. Mr. Powers seconded that motion and it carried unanimously.

Board Counsel Report

Ms. Allen did not have anything to report to the Board at this time.

Board Chair

Chairman Bill Johnson did not have a report for the August meeting.

New Schools / Programs Committee

Application for a Resident School

Ms. Lane informed the Board that the Kentucky Dental Academy requested to pull their application for Resident School at this time but would resubmit at a later date when they found a location for their new campus.

Application to Change the Location of a School

Ms. Weaver made a motion to defer the Application to Change the Location of a School submitted by Lexington Bartending School located in Lexington, Kentucky until the schools submits its certificate of occupancy. Mr. Keene seconded that motion and it carried.

Application for a New Program

Mr. Keene made a motion to approve the New Program application submitted by Emergency Medical Training Professionals, located in Lexington, Kentucky. Mr. Powers seconded that motion and it carried.

Mr. Keene made a motion to approve the New Program applications submitted by Dennis Badger & Associates, Inc. located in Lexington, Kentucky. Ms. Cuentas seconded that motion and it carried.

Ms. Weaver made a motion to approve the application to Add a New Program submitted by Lake Cumberland CDL Training School, located in Columbia, KY. Dr. Meade seconded that motion and it carried. Mr. Wilham recused himself from the vote.

Notification to Revise and Existing Program for Less than 25%

Ms. Cuentas made a motion to acknowledge receipt of the following revision of the existing programs at Spencerian College in Lexington, KY for less than 25%:

- Medical Clinical Specialties
- Limited Medical Radiography

Ms. Weaver seconded that motion and it carried. Ms. Gordon and Mr. Keene recused themselves.

Ms. Cuentas made a motion to acknowledge receipt of the following revisions of the existing programs at Spencerian College in Louisville, KY for less than 25%:

- Limited Medical Radiography
- Limited Medical Radiography with Phlebotomy
- Clinical Assistant with Limited Medical Radiography
- Medical Clinical Specialties

Ms. Weaver seconded that motion and it carried. Ms. Gordon and Mr. Keene recused themselves from the vote.

Application to Change the Name of a School

Ms. Gordon made a motion to approve the Name Change of a School submitted by Nashville Auto-Diesel College located in Nashville, TN. Mr. Keene seconded that motion and it carried.

Audit Committee

Ms. Tivitt gave a chart to each Board member with all audit recommendations. The Board will use this as a working document and will note each time they make changes to a procedure that the Auditor's Office requested. There is now a list of all licensed schools on the website with the schools' website link if they have one available. The Board began recording their meetings in August and will continue to do so each month.

Commercial Drivers License Committee Report

There was no CDL report for the August meeting.

Complaint Review Committee Report

The complaint review committee met and had the following recommendations for the full Board:

Mr. Powers made a motion that the Board dismiss case #2010-004 since the case shows the student declined help from the school and asked for a full refund and other things that the Board was not able to do. Ms. Weaver seconded that motion and it carried. Ms. Gordon and Mr. Keene recused themselves from the vote.

Investigator Report

Dr. Barren was not able to give a report in the August meeting.

Old Business

Ms. Tivitt discussed a Legislative Roundtable with the Board. She informed the Board that there would be new legislation filed in January. Chairman Johnson asked the Board to begin thinking of what topics they would like to take to the roundtable and what language could possibly be used in future legislation.

Ms. Tivitt informed the Board that the work session has been scheduled for Lake Cumberland State Park on September 14-16 with the 16th being their regularly scheduled monthly meeting just in a different location. All rooms have been reserved and all members are encouraged to

attend. Ms. Tivitt and Ms. Allen will begin working on bullet points to discuss with the full Board during the two days of work session. Mr. Powers made a motion for the Board to handle expenses of the Office of Occupations and Professions Staff along with legal counsel, Board Investigator, and Kentucky State Police. Dr. Meade seconded that motion and it carried. Mr. Keene made a motion to hold a Special Meeting at Lake Cumberland State Park on September 14-15, 2011. Ms. Gordon seconded that motion and it carried. Mr. Powers made a motion to change the location of the regular monthly meeting to Lake Cumberland State Park in Jamestown, Kentucky on September 16, 2011. Mr. Wilham seconded that motion and it carried.

New Business

The Board asked Ms. Lane to make some revisions to the checklists the New Program Committee uses for the review of all new applications. Ms. Lane will present the new forms at the August meeting.

Travel and Per Diem

Mr. Wilham made a motion to approve travel and per diem for all members that attended today's meeting as well as any member that traveled on Board related business since the June meeting. Mr. Shah seconded that motion and it carried unanimously.

Adjournment

Mr. Shah made a motion to adjourn the meeting. Mr. Wilham seconded that motion and it carried unanimously.

Meeting adjourned at 11:11pm.